



STATE OF ARKANSAS
**Department of Finance
and Administration**

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Memorandum

To: Chief Fiscal Officers, Purchasing Agents and Agency Purchasing Officials
From: Joseph A. Giddis
Date: January 31, 2006
Subject: Office of State Procurement -Restructuring

Effective February 1, 2006, the Office of State Procurement will initiate an internal organizational restructuring plan. Mr. Jerry Hester will assume the duties of Assistant Administrator. We will start-up a training and assistance section and re-assign buying commodity and services responsibilities among the buyers. Additional information may be found on the OSP web site at: http://www.arkansas.gov/dfa/procurement/pro_index.html

The training program we have established has been very successful and we intend to build on that success. We are expanding beyond "Procurement 101" to include instruction on Professional Consultant Services contracting, conducting evaluations of bid responses, and "Procurement 201". The assistance function will focus on helping agency personnel in the practical application of, and compliance with, the Procurement Law, regulations and policies in a non-attribution setting.

CC:
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DFA Management
OSP Staff